

**Office of Logistics****Staff Meeting****n o t e s**

*EDS*

Listed below are the topics that were discussed at the D/L staff meeting on 12 November. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

17 November 1986

1. The Office of Logistics (OL) wishes to welcome the following new employee:

25X1

[redacted]

Supply Division

25X1

2. [redacted] a contracting officer in Procurement and Services Contract Branch/PD, was the recipient of a Special Achievement Award. Over the past year she was assigned the workload of a senior contract officer which involved handling the branch's most complex and politically sensitive procurements. Her effectiveness and commitment to excellence was clearly exhibited in support of the Office of Personnel requirements for recruitment advertising and the acquisition of acoustical shielded enclosures for the Office of Security. During this period, she earned a graduate certificate from American University while also assisting in the training process of two new contract officers on Agency procurement procedures. Based on her sustained professional performance and accomplishments, the Director of Logistics presented [redacted] with this award at the OL staff meeting.

25X1

CONGRATULATIONS!!!!

25X1

3. Congratulations are in order for those OL employees who were recently promoted from GS-7 to GS-8, GS-8 to GS-9, and GS-13 to GS-14. Attached is a list of those so honored. [redacted]

25X1

4. [redacted] OL Coordinator of the Combined Federal Campaign (CFC) reports that, as of 12 November, OL has reached 50 percent of its goal of \$21,000, with less than 50 percent of the cards still outstanding. There are only five days left in the campaign; you are encouraged to take time now to make a contribution. All cards must be turned in by 21 November, with or without contributions. It is noted that contributions to our own Educational Aid Fund and the Public Service Aid Society are not counted toward the CFC goal. [redacted]

25X1

5. The demolition of the old guardhouse at the Route 123 entrance is scheduled for completion by 24 November and the new Security Control Center will be fully operational by January 1987.

25X1

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C O N F I D E N T I A L

OL Staff Notes - 12 November 1986

25X1

25X1

25X1

25X1

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25X1

25X1

25X1

25X1

7. The asbestos removal from the loading dock area at [redacted] has been completed and the dock area is back in service. [redacted]

8. [redacted] previously known as the [redacted] challenged Printing and Photography Division to a softball game. See Attachment D for the outcome!

9. Procurement Management Staff/OL issued the first edition of their newsletters, which was distributed to the procurement community. This publication covers new policies, procedures and regulations. [redacted]

10. The OL Christmas Party will be held on 18 December from 1500 to 1800 hours [redacted] Invitations will be sent out on 24 November. If you have any questions, or would like to help, call your office representative as shown:

O-D/L  
IMSS  
PMS  
SS  
B&FB  
P&TS  
NBPO  
SD  
RECD  
FMD  
PD

#### Attachments:

- A. One Individual Can Make a Difference
- B. Promotion List
- C. RECD Item of Interest
- D. Item of Interest--P&PD [redacted] Softball Tournament

C O N F I D E N T I A L

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ATTACHMENT A

\*\*\*\*\* ONE INDIVIDUAL CAN MAKE A DIFFERENCE \*\*\*\*\*

The Director of Logistics commends the following individuals who, by their outstanding performance of duty, have received acknowledgment from OL customers:

25X1 [redacted] of the Plans, Program and Systems Staff,  
25X1 P&PD, was recognized in a letter of appreciation, dated  
25X1 31 October 1986, from [redacted], Chief, Polygraph  
25X1 Division, for his assistance in establishing a video system at  
25X1 the new polygraph school [redacted] spent a 14-hour  
25X1 day installing the equipment with the assistance of two  
25X1 personnel from the Polygraph school staff. Thanks to  
[redacted] obvious dedication and hard work, the polygraph  
school has a video system that will greatly enhance and aid our  
training efforts.

25X1 [redacted] of the Admin Products Services Section,  
25X1 GPB/PD, was recognized in a letter of appreciation, dated  
25X1 7 November 1986, from [redacted] Director of Global Issues,  
DI, for her unflappable responses to numerous deadlines and the  
knowledge necessary to write the contract to support OGI's  
requirements. Shari was helpful and courteous during the  
entire process and OGI wishes to recognize her valuable  
assistance.

25X1 [redacted] of the Admin Products Services Section,  
25X1 GPB/PD, was acknowledged in a note, dated 3 November 1986, from  
[redacted] Executive Officer, DDA, for her quick and  
excellent response to a request to purchase a replacement  
official vehicle for the DDA.

25X1 [redacted] and  
25X1 [redacted] of the OC Contracts Staff, were commended  
for their fine contracting effort to the New Building  
Communications Program Office in a memorandum from Edward J.  
Maloney, Director of Information Technology, dated  
4 November 1986. OIT felt that this program could not have met  
its demanding schedule without the Contracts Staff's guidance  
and fine support.

25X1 [redacted] of the Printing and Photography Division,  
25X1 OL, was acknowledged in a letter, dated 10 November 1986, from  
[redacted] Chief, Joint Publications Research Service  
(JPRS), for all the assistance he has given to JPRS over the  
years. Those at JPRS who have worked with Tom over the years  
consistently use such expressions as "highly dedicated" and  
"extremely dependable" when describing him. He has handled our  
problems and complaints skillfully and professionally, always  
willing to intercede, maintaining his usual composure and sense  
of humor in the process.

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